

MULTIMEDIA



UNIVERSITY®

STUDENT ID NO

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# MULTIMEDIA UNIVERSITY

## FINAL EXAMINATION

TRIMESTER 3, 2018 / 2019

**PSS0014 – UNIVERSITY STUDY SKILLS**

(All Sections)

28 MAY 2019  
2.30p.m. – 4.30p.m.  
(2 Hours)

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### INSTRUCTIONS TO STUDENT

1. This question paper consists of **FOUR (4)** pages excluding the cover page.
2. Attempt **ALL FOUR (4)** questions.
3. Write your answers in the Answer Booklet.

**QUESTION 1 [20 MARKS]**

- a. i. Explain the meaning of procrastination. (2 marks)
- ii. List the strategies that students apply to overcome procrastination. (7 marks)
- b. Define what is meant by SMART goals. (5 marks)
- c. Lily is an auditory learner while Sam is a visual learner. Provide **THREE (3)** learning strategies that can be applied by each of them. (6 marks)

**QUESTION 2 [30 Marks]**

- a. It is Martha's first lecture as a college student tomorrow. She is determined to take notes during the lecture. As a senior college student, suggest **SIX (6)** tips you could give her. (6 marks)
- b. Provide **FOUR (4)** tips for good listening skills during lectures. (4 marks)
- c. Read the following lecture excerpt given by Dr. Reed in one of his lectures. Prepare a lecture note based on the classification method. You may paraphrase the words used in the original excerpt. (20 marks)

Good morning, everyone! Welcome back to this week's lecture. Hurry up and settle down. We are going to continue with the chapter of leadership but today we are looking into the topic of trust. Now, how is trust developed? What are the key characteristics that lead us to believe that a leader is trustworthy? Evidence has identified three, which are: integrity, benevolence and ability. Integrity refers to honesty and truthfulness. It seems the most critical characteristic in assessing another's trustworthiness. When 570 white-collar employees were given a list of 28 attributes related to leadership, they rated honesty the most important by far. Next is benevolence and this means the trusted person has your interest at heart – even when yours aren't necessarily in line with theirs. Caring and supportive behaviour is part of the emotional bond between leaders and followers. Finally, is ability. This basically encompasses an individual's technical and interpersonal knowledge and skills. Even a highly principled person with the best intentions in the world won't be trusted to accomplish a positive outcome for you if you don't have faith in his or her ability to get the job done. Now, moving on why is trust so important? Trust between supervisors and employees has a number of important advantages. First and foremost, it encourages employees to take risks. Whenever employees decide to deviate from the usual way of doing things, or to take the supervisor's word on a new direction, they are taking a risk. In both cases, a trusting relationship can facilitate that leap. It will enhance the employees' level of confidence to do something new because they know that their supervisors have trust in them and would have their backs. Next, trust also facilitates

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information sharing. One big reason employees fail to express concerns at work is that they don't feel psychologically safe revealing their views. When managers demonstrate they will give employees a fair hearing and actively make changes, employees are more willing to speak out. In addition to these, trusting groups are more effective. When a leader sets a trusting tone in a group, members are more willing to help each other and exert extra effort, which further increases trust. Conversely, members of mistrusting groups tend to be suspicious of each other, constantly guard against exploitation, and restrict communication with each other in the group. These actions tend to undermine and eventually destroy the group. Finally, trust has the ability to enhance productivity. The bottom-line interest of companies also appears positively influenced by trust. Employees who trust their supervisors tend to receive higher performance ratings. People respond to mistrust by concealing information and secretly pursuing their own interests. Moving on...

### QUESTION 3 [30 MARKS]

- a. Read the following statements. Write *F* if the statement is a *FACT* and *O* if the statement is an *OPINION*. (10 marks)
- Steve Job's strategy of employee management has been proven to be one of the best strategies ever implemented.
  - Nicotine addiction is one of the most difficult types of addiction to manage.
  - Neil Armstrong was the first American astronaut to walk on the moon.
  - According to a research conducted by the National Heart Institute, the number of people who experience heart failure at a very early age has increased by 17% in the past year.
  - People who live in Kuala Lumpur find it difficult to make end meet due to the rising cost of living.
- b. Read the following statements. Write *T* if the statement is *TRUE* and *F* if the statement is *FALSE*. (10 marks)
- A person can make an inference of a given scenario based on the clues given by the author.
  - Metaphors can be used to imply relationships between two unlike items.
  - An author's tone in a written work can only be revealed through his or her choice of vocabulary.
  - "The flowers in the meadow are happily dancing" is an example of a metaphor.
  - One way an author can mislead the readers is by ignoring contradictory evidence in order to get the readers' approval.
  - "It's never too late to start" is an example of a cliché.
  - Connotative meanings are definitions derived from the dictionary.
  - One strategy that can be used by authors to gain support from the readers is through emotional appeal.

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- ix. "Beth is the Einstein in the family" is an example of allusion.
- x. Euphemisms can be used to describe an unpleasant situation without being harsh.

c. Read the following situations. What can you infer from the situations? (10 marks)

- i. Jack excuses himself from the dining table. He suddenly looks pale and has his hand over his mouth. He rushes to the washroom.
- ii. Jonathan leaves the bursary of the university with a huge smile on his face. He waves a letter at his mother who is waiting in the car and his mother claps her hands.
- iii. Sam was studying at his desk in his room. He suddenly heard wailing sirens from a distant. In a few minutes he saw two fire engines and an ambulance whiz pass his house.
- iv. Jack comes home and asks his wife how she is doing. She looks at him and does not answer. He asks her again but she gets up and walk off into the other room.
- v. Tina suddenly woke up from her nap to a strong burning smell from the kitchen. She rushed to her kitchen and frantically tried to turn off her oven. She opened the oven door and smoke escaped the oven.

#### QUESTION 4 [20 MARKS]

a. Read and paraphrase the following short paragraphs.

- i. Nicotine is an addictive substance that is mainly taken in through the lungs through smoking tobacco products. The urge to continue smoking and the well-documented difficulties in quitting the habit come from nicotine dependence. The latest statistics from the Centers for Disease Control and Prevention (CDC), recorded in 2016, suggest that 15.5 percent of people aged 18 years or older in the United States considered themselves smokers at the time. Most of these people have been categorised as heavy smokers and have been advised to stop smoking. (5 marks)
- ii. Studies have revealed that 1 out of 3 kids can use a mobile phone or tablet before they talk. In 2013 Dailymail reported that 29% of children use tech gadgets as toddlers and 70% master them completely by primary school age. These days children no longer play traditional toys like dolls or action figures. In fact, most of them are glued to the touch screen toys. This phenomenon has very detrimental effects on children as it greatly affects their mental health as well as their social skills. (5 marks)
- iii. Hipster growing have now become a trend. Some people may think that hipster cafes pretentious or expensive, but they are missing the point and the reason why this trend has erupted in our major cities. Hipster cafes distinguish themselves

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because they are an expression of creativity, whether it comes in the form of diverse interior designs or menu combinations. In Ipoh, a city famous for coffee, it is no surprise the hipster cafe trend is booming and blooming, especially in the Old Town district. The hipster cafes here have a few things in common — they take what remains of Ipoh's colonial-era structures and dress them with quirky decorations while serving contemporary food. (5 marks)

- iv. Awareness in reducing household waste through recycling is still low among Malaysians, says Solid Waste Management and Public Cleansing Corporation (SWCorp Malaysia). According to SWCorp deputy chief executive officer, the recycling rate in Malaysia last year is only 17.5% despite introducing the waste segregation programme. This shows that there is still a large portion of solid waste being disposed in landfills and not deviated to recycle. This also means that Malaysia is very much behind compared with a number of developed countries. (5 marks)

**End of Paper.**